

Amended Madden Elementary Parent Teacher Organization By-Laws

THESE Amended Madden Elementary Parent Teacher Organization By-Laws supersede and replace the corresponding related sections of the Madden Elementary Parent Teacher Organization By-Laws executed on June 24, 2015.

ARTICLE II. - MEMBERSHIP

***Section 1.* Eligibility: Membership in the PTO shall be open to those individuals who subscribe to its purpose and objectives, have paid the annual dues as hereinafter provided and who are:**

- (a) Parents, grandparents, custodians or legal guardians of students enrolled in Madden Elementary.**
- (b) Members of the faculty and staff**
- (c) Interested adults who do not qualify under Section 1 (a) or (b) may petition the Board, of the year in which membership is sought, to become members of the PTO. Applicants under Section (c) need to be approved by the majority of the elected officers.**

***Section 3.* Members in Good Standing: Current members in good standing are defined as members who have paid their annual dues for the current school year and shall have the privilege of making motions, voting, holding office or serving on committees. Any member in good standing for a current school year is eligible to run for an office in the subsequent school year, if the specific Office criteria is otherwise met. The Membership Chair shall maintain, throughout the year, a list of current members of the PTO.**

ARTICLE IV. - THE BOARD

***Section 2.* Composition: The Board shall consist of the Officers of the PTO (Article V) with each officer getting one vote, three (3) teachers representing different grade levels (each individual teacher gets one vote), and the Assistant Principal (s) and/or administrative team delegate of the school sharing a vote as the Assistant Principal. The Board may have an Executive Board of Officers as a sub-committee which may consist of the President, Vice President/Ways and Means Chair, Secretary, VIPS Coordinator, Treasurer and Membership Chair.**

***Section 7.* Removal of Officers: A Board member who, without cause, fails to attend two (2) consecutive General Meetings of the Board may be removed by a majority Board vote. Any Officer elected or appointed, may be removed at any time, with or without cause, by action of the Board in a majority vote. A Board member may be removed from office for non-performance of Board responsibilities, illegal or irresponsible activities, or non-compliance with the legal, FBISD or PTO policies or procedures.**

ARTICLE V. – OFFICERS

Section 2. President: The President shall preside at all meetings of the members of the Board without vote. However, a vote may be cast at Board and General Meetings in the event of a tie and shall have full voting rights in all elections. Appoints with advice and consent of the Board, the chairpersons of any general or special committees; have supervision of any general, executive and administrative powers related to PTO subject to control of the Board; implement the general directives, plans and policies formulated by the Board. Shall be authorized to sign on all bank accounts as one (1) of three (3) required signatures on all checks, if the President is not signing then only two designated signatures are required. The President of the Board must have served on the Board for one year in some capacity in the past, or been a member in good standing of the PTO for two (2) years in the past.

Section 3. Vice President/Ways and Means Chair: The VP shall have such powers and responsibilities as may be determined by the Board or the President. In the absence of the President, the VP shall perform the duties and exercise the authority of the President. Mini-grants shall be distributed and accounted for by the VP. Designated Ad Hoc Committees deemed appropriate shall also report to the VP. The VP shall have parliamentary duties, in the absence of a Parliamentarian as per these By-Laws at all PTO Meetings. Additionally, the VP shall hold all duties and responsibilities as the Ways and Means Chair and hold this duty in accordance of these By-Laws. Shall be authorized to sign on all bank accounts as one (1) of two (2) required signatures on all checks.

Section 10. Media Coordinator: The Media Coordinator shall be responsible for maintaining, supplying and addressing content for all PTO electronic media, including, but not limited to e-mails, websites, facebook pages and texts maintained, send on behalf or recieved on behalf of the PTO. There will also be a Teacher Representative working with the Media Coordinator to ensure content is FBISD compliant.

~~**Section 10. Historian:** The Historian shall be responsible for taking and collecting pictures throughout the school year of functions and events at the school. The Yearbook Committee and/or the Scrapbook Committee shall report to the Historian as well as any Ad Hoc Committees deemed necessary.~~

Section 11. Principal, Assistant Principal(s) and/or Administrative Team delegate of the school: The Principal, Assistant Principal(s) and/or Administrative Team delegate of the school will advise the Board on faculty and campus needs, happenings and events. They The Assistant Principal (s) or administrative team delegate of the school will share one (1) vote between them as the Assistant Principal(s) and/ or administrative team delegate of the school Vote.

Section 12. Grade Level Representatives (GLR): Three (3) teachers representing different grade levels will advise the Board of student or classroom needs. GLR will also provide input from other teachers and faculty. All Grade Level Representatives will each have an individual vote as a Board Member with the GLR having three (3) votes in total.

Section 13. Learning Garden Wardens: The Learning Garden Wardens shall be responsible for maintaining the Learning Garden located outside of the Madden library such that said garden will maintain healthy live plants that are acceptable under FBISD guidelines for a school garden. The Learning Garden Wardens shall consist of one (1) teacher and one (1) appointed Officer.

Section 14. FBISD employees may serve as Board Members.

However, pursuant to FBISD Policy as stated in Booster Club Parent Org. Manual pg. 88:

“Additionally, per the District Administrative Code GE-R, District employees may not serve in a financial capacity of a parent or booster organization. Financial capacity is defined as president, treasurer, fund raising chair, or check signer.”

ARTICLE VIII. - MISCELLANEOUS

Section 4. Amendments: These By-Laws may be amended at any General Meeting of the Members, at which a quorum as defined in Article III *Section 5* is present and voting is held by one half (1/2) plus one (1) of the members present at such meeting, provided the proposed amendments were presented and discussed at the previous Board Meeting. A notice of proposed changes, including written copies of the proffered changes, will be posted publically at the school ten (10) days prior to a vote.

Section 9. Verification: Within two weeks of the start of the Academic year, each Board member will verify, in writing, that they have received and read a copy of the By-Laws and that they agree to uphold the By-Laws to the best of their ability.